



Filing a Return as a Ethanol Broker

Upload a File Containing Data

FILE AND PAY AT:
<http://sd.gov/epath>

BENEFITS OF EPATH

- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

Features

- Amend returns online
- Review returns, payments, outstanding returns, and account balances
- Make payments
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Use one EPath account to file and pay taxes for multiple licenses for same owner
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time

Login >

Log in to your Account

Username:

Password:

[Forgot your Password?](#)

Continue

Create an Account

If you are not already using EPath to access your account, create an account now.

Create Account

Watch Video on
Creating an Account

Use EPath to file and pay the following taxes:

911 Emergency Surcharge
Bank Franchise Tax
Contractors' Excise Tax
Sales and Use Tax

Motor Fuel:

| | |
|--------------------|------------------|
| Biodiesel Producer | Blender |
| Ethanol Broker | Ethanol Producer |
| Importer/Exporter | LNG |
| LPG User | LPG Vendor |
| Supplier | |

Make a Payment >

If you don't have an EPath account and need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.



Due Dates Calendar

ACCESS
EPATH HELP
FROM EVERY
SCREEN

Please refrain from using the browser's back button while using this site.

This site uses SSL (Secure Sockets Layer) encryption to protect your information.

[Privacy Statement](#)

Each  has help information, simply point to the  to display the information.

Main Menu >

File and/or pay taxes.

- ▶ [File or Amend Return/Payment](#) 
- ▶ [Upload Additional Documentation](#) 

- ▶ [Payment Only](#) 

Select an account function to perform.

- ▶ [Add/Edit User Accounts](#) 
- ▶ [Cancel Licenses](#)
- ▶ [Print License Card](#)

- ▶ [Change Profile](#) 
- ▶ [Add a License](#)

View History.


- ▶ [View Account Activity](#) 
- ▶ [View Pending Items](#) 


- ▶ [View/Edit Pending Electronic Payments](#) 
- ▶ [View Deleted Electronic Payments](#) 

Log out

Main Menu >

File and/or pay taxes.

▶ **File or Amend Return/Payment** 

▶ [Upload Additional Documentation](#) 

▶ [Payment Only](#) 


Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

Filing Options

- ☒ File a Return For:
☐ Amend a Return For: 
☐ Edit a Saved Return:
Select the Data Entry Method:

3000-1000-EB Wonder Woman Corporations (Ethanol Broker) 

--Please select a Period--
DEC 2015 (Monthly Return)
NOV 2015 (Monthly Return)
OCT 2015 (Monthly Return)
SEP 2015 (Monthly Return)
AUG 2015 (Monthly Return)

☐ Manual Data Entry

Log out

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Step 2: Choose from Filing Options to file, amend, or edit returns

Step 1: Use the dropdown boxes to display license numbers and returns

Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

Filing Options

☒ File a Return For:

☐ Amend a Return For: [i](#)

☐ Edit a Saved Return:

Select the Data Entry Method:

3000-1000 EB Wonder Woman Corporations (Ethanol Broker) ▼

FEB 2016 (Monthly Return) ▼

You do not have a return that can be amended at this time ▼

You do not have a return that has been saved at this time ▼

☒ Upload File Containing Data

☐ Manual Data Entry

Log out

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Step 3: Choose a Data Entry Method to input a schedule

Upload File Containing Data allows you to upload your EPath Schedule that is saved on your computer.

Step 4: Click Next

Example: Upload a File Containing Data

Data File Definition >

Filing FEB 2016 Return For 3000-1000 EB

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Please select the type of file you will be sending. In a fixed length file, each field has a specified size that remains constant throughout the entire file. In a delimited file, all fields in a record are separated by a specified character.

Skip the first lines of the file

1. ☐ Fixed Length:

☐ File contains no line feeds

2. ☒ Delimited File:

Field Delimiter: ☐ Other:

String Qualifier: ☐ Other:

Refers to the lines that contain column headings. If the EPath Schedule of Receipts and Disbursements Template is used no changes are needed

The Delimited File defaults to "comma" and "Double Quote" No changes are needed

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Click Next

PRODUCT TYPES, SCHEDULE TYPES, AND MODE OF TRANSFER

- ❖ You will only be reporting Ethyl Alcohol sales so the product type entered will always be 123. Depending on the type of activity conducted, below are the schedule types and modes that you will use. When uploading an electronic schedule the following schedule types will automatically record the gallons you report on the line listed in the description box.

| <u>Schedule Type</u> | <u>Description</u> | <u>Line of Return</u> |
|----------------------|---|-----------------------|
| 2B | This schedule type will report gallons received with tax unpaid. | 1 |
| 6a | This schedule type will report gallons sold tax exempt to a licensed exporters for an out-of-state destination. | 2 |
| 8 | This schedule type will report gallons sold tax exempt to U.S. Government entities. | 3 |
| 10 | This schedule type will report gallons sold to other tax exempt entities. | 4 |
| 5 | This schedule type will report gallons sold/delivered with tax collected. | 5 |

- ❖ How the fuel was transported will also need to be listed on the schedule. Below are the codes that will be used and what they stand for.

| <u>Mode</u> | <u>Description</u> |
|-------------|--------------------|
| J | Truck |
| R | Rail Car |
| B | Barge |
| PL | Pipeline |

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Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When using a fixed-length file, specify the length of each field in your file. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

| Position | Field Name | Size | Include |
|----------|-------------------|------|----------|
| 1 ▾ | Schedule Type | 2 | Required |
| 2 ▾ | Carrier Name | 100 | Required |
| 3 ▾ | Carrier FEIN | 10 | Required |
| 4 ▾ | Mode | 2 | Required |
| 5 ▾ | Origin State | 2 | Required |
| 6 ▾ | Destination State | 2 | Required |
| 7 ▾ | Sold To | 100 | Required |
| 8 ▾ | Purchaser FEIN | 10 | Required |
| 9 ▾ | Transaction Date | 8 | Required |
| 10 ▾ | Manifest Number | 15 | Required |
| 11 ▾ | Gross Gallons | 9 | Required |
| 12 ▾ | Product Type | 3 | Required |

[Reset Layout](#) | [Save Layout](#)
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If you are using the EPath template to file your schedule no changes are needed on this page and you can click **Next**.

Field Name is the column heading on the EPath Schedule.

Step 1: Enter the Position number for each Field Name as they appear on your EPath Schedule. In the example below the first column would be Position 1 so you want to match the Field Name to the Column heading.

Position refers to the column on the schedule that is uploaded into EPath.

Step 2: If the layout changes click Save Layout before clicking Next.

| Schedule Type | Carrier Name | Carrier FEIN | Mode | Point of Origin | Destination | Sold To Acquired From | Purchaser Seller FEIN | Date Shipped Received | Manifest Number | Gross Gallons | Product Type |
|---------------|--------------|--------------|------|-----------------|-------------|-----------------------|-----------------------|-----------------------|-----------------|---------------|--------------|
| 5 | A Purchas | 999999999 | J | SD | SD | A Carrier | 999999999 | 02/08/2016 | 912345 | 200 | 284 |
| 5 | A Purchas | 999999999 | J | SD | SD | A Carrier | 999999999 | 02/11/2016 | 912345 | 200 | 284 |
| 5 | A Purchas | 999999999 | J | SD | SD | A Carrier | 999999999 | 02/19/2016 | 912345 | 200 | 290 |
| 6a | A Purchas | 999999999 | R | SD | AR | A Carrier | 999999999 | 02/12/2016 | 912345 | 100 | 290 |
| 6b | A Purchas | 999999999 | J | SD | SD | A Carrier | 999999999 | 02/17/2016 | 912345 | 200 | 284 |
| 6d | A Purchas | 999999999 | J | SD | SD | A Carrier | 999999999 | 02/18/2016 | 912345 | 300 | 290 |
| 6d | A Purchas | 999999999 | J | SD | SD | A Carrier | 999999999 | 02/18/2016 | 912345 | 200 | 284 |

Data File Upload

Data File Upload >

Filing FEB 2016 Return For 3000-1000 EB

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Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Step 2: After you choose the file you wish to upload click Add File

Step 1: Click Browse

Browse...

Add File

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Data File Upload >

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[BP Summary](#)

[Verify Info](#)

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Note: A file already exists for this return. If you would like use the existing file just click the 'Next' button without selecting another file.

Browse...

Add File

| Delete | File Number | Upload Date | File Name |
|--------|-------------|----------------------|--------------------------------|
| Delete | 1 | 6/17/2016 3:21:39 PM | H\Excel\Biodiesel Producer.csv |

Step 3: Click Next

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❖ The file must be saved as either a .csv or .txt for EPath to recognize the data when the file is uploaded.

Supplier File Preview >

Filing FEB 2016 Return For 3000-1000 EB

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Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

| Result | Schedule Type | Carrier Name | Carrier FEIN | Mode | Origin State | Destination State |
|---------|---------------|--------------|--------------|------|--------------|-------------------|
| Success | 5 | A Purchaser | 999999999 | J | SD | SD |
| Success | 5 | A Purchaser | 999999999 | J | SD | SD |
| Success | 5 | A Purchaser | 999999999 | J | SD | SD |
| Success | 6A | A Purchaser | 999999999 | R | SD | AR |
| Success | 2B | A Purchaser | 999999999 | J | SD | SD |
| Success | 2B | A Purchaser | 999999999 | J | SD | SD |
| Success | 2B | A Purchaser | 999999999 | J | SD | SD |



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Click Next

Example: Error Message

If you get an error message go directly to your schedule file on your computer, make the needed corrections and save the file

EPATH - Motor Fuel ➤

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Ethanol Broker Return

Line 5 does not match Schedule Type 5 (Taxable Gallons) on Line 6!

ETHYL ALCOHOL & SALES

| | |
|--|-----|
| 1. Total gallons of ethyl alcohol received from the Ethanol Producer and licensed Ethanol Broker for resale (Schedule Type 2b) | 700 |
| 2. Total gallons of ethyl alcohol sold to a licensed exporter for export. | 100 |
| 3. Total Gallons of ethyl alcohol sold to a U.S. government. | 0 |
| 4. Total gallons of ethyl alcohol sold to a licensed Ethanol Broker for resale. | 0 |
| 5. Total taxable gallons (Subtract Line 2, 3, and 4 from Line 1) | 600 |

TAXES AND FEES DUE

| | |
|--|---------|
| 6. Subtotal taxable gallons of ethyl alcohol | 500 |
| 7. Allowance (if filing on time) (Multiply Line 6 by 0.0225) | 0 |
| 8. Total taxable gallons (Subtract Line 7 from Line 6) | 500 |
| 9. Tax Rate | \$0.14 |
| 10. Taxes Due (Multiply Line 8 by Line 9) | \$70.00 |
| 11. Tank Inspection Fee (Multiply Line 6 by 0.0200) | \$10.00 |
| 12. Total Taxes and Fees Due | \$80.00 |
| 13. Interest (if filing after due date) | \$6.60 |
| 14. Penalty (if filing after due date) | \$10.00 |
| 15. Grand Total (Add Lines 12 and 13, and add or subtract Line 14) | \$96.60 |

Step 1: Click Back

TIP: When filing as an Ethanol Broker Schedule Types 6A and 2B must equal Schedule Type 5

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Example: Error Message Continued...

Supplier File Preview

Filing FEB 2016 Return For 3000-1000 EB

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Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

| Result | Schedule Type | Carrier Name | Carrier FEIN | Mode | Origin State | Destination State |
|---------|---------------|--------------|--------------|------|--------------|-------------------|
| Success | 5 | A Purchaser | 999999999 | J | SD | SD |
| Success | 5 | A Purchaser | 999999999 | J | SD | SD |
| Success | 5 | A Purchaser | 999999999 | J | SD | SD |
| Success | 6A | A Purchaser | 999999999 | R | SD | AR |
| Success | 2B | A Purchaser | 999999999 | J | SD | SD |
| Success | 2B | A Purchaser | 999999999 | J | SD | SD |
| Success | 2B | A Purchaser | 999999999 | J | SD | SD |

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Step 2: Click Back on the File Preview Page

Data File Upload

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Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Note: A file already exists for this return. If you would like use the existing file just click the 'Next' button without selecting another file.

[Browse...](#)

[Add File](#)

| Delete | File Number | Upload Date | File Name | File Size |
|------------------------|-------------|----------------------|------------------------------|-----------|
| Delete | 1 | 6/17/2016 9:46:08 AM | H\Excel\EB TEST SCHEDULE.csv | 954 |

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To Upload New File

- ✓ Click Browse
- ✓ Upload Corrected File
- ✓ Click Add File
- ✓ Click Next

Step 3: Click Delete and upload the corrected file

December 2017 | 13

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Ethanol Broker Return

ETHYL ALCOHOL & SALES

| | |
|--|-----|
| 1. Total gallons of ethyl alcohol received from the Ethanol Producer and licensed Ethanol Broker for resale (Schedule Type 2b) | 700 |
| 2. Total gallons of ethyl alcohol sold to a licensed exporter for export. | 100 |
| 3. Total Gallons of ethyl alcohol sold to a U.S. government. | 0 |
| 4. Total gallons of ethyl alcohol sold to a licensed Ethanol Broker for resale. | 0 |
| 5. Total taxable gallons (Subtract Line 2, 3, and 4 from Line 1) | 600 |

TAXES AND FEES DUE

| | |
|--|----------|
| 6. Subtotal taxable gallons of ethyl alcohol | 600 |
| 7. Allowance (if filing on time) (Multiply Line 6 by 0.0225) | 0 |
| 8. Total taxable gallons (Subtract Line 7 from Line 6) | 600 |
| 9. Tax Rate | \$0.14 |
| 10. Taxes Due (Multiply Line 8 by Line 9) | \$84.00 |
| 11. Tank Inspection Fee (Multiply Line 6 by 0.0200) | \$12.00 |
| 12. Total Taxes and Fees Due | \$96.00 |
| 13. Interest (if filing after due date) | \$6.92 |
| 14. Penalty (if filing after due date) | \$10.00 |
| 15. Grand Total (Add Lines 12 and 13, and add or subtract Line 14) | \$112.92 |

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TIP: Always remember to review your entries before continuing on in the process.

Click Next

Example: Returns with Tax Due

On the Payment Method page you have the option to pay the tax amount due on your Ethanol Broker Return. If no tax is due you will not reach this page.

Payment Method >

Filing FEB 2016 Return For 3000-1000 EB

Step 1:

Choose a Payment Method

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[Make Payment](#)

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Select the Payment Method you will be using

☐ ACH Debit ?

☐ ACH Credit ?

☐ Credit Card   

A non-refundable convenience fee of 2.45% will apply if you pay by credit card.

Credit Card payments are processed by Elavon Inc. You will be taken to Elavon's site to enter your credit card information after you submit your return.

☐ No Payment at this time. (Interest will apply to late payments.)

Step 2: Follow the prompts to make a payment if you choose to make a payment at this time

If you choose to make a payment at a later date select No Payment at this time and click Next.

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Step 3: Click Next

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Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.


To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

| Return Information | | | |
|--------------------|---------------------------|-------------------|---------------|
| License: | 3000-1000-EB | Period: | 02/2016 |
| Name: | WONDER WOMAN CORPORATIONS | Return Due Date: | 3/23/2016 |
| File Code: | Required Calendar Monthly | Return Type: | EB - Original |
| | | Total Tax Due: | \$96.00 |
| | | Interest/Penalty: | \$16.92 |
| | | Total Due: | \$112.92 |
| | | Payment Type: | None |

| Filing Agreement | |
|---|--------------------------|
| By rekeying my log in password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed. | |
| Login Password: | <input type="password"/> |

Reminder: Clicking Submit will finalize the filing process. Make sure to look everything over one last time.

Confirmation Information >

| Confirmation |
|---|
| Confirmation Number: 117251341694570807 Date Submitted: Jun 09, 2016 5:25 PM |
| Return |
| License: 3000-1000-EB Period: 02/2016 Return Type: EB- Original Return Due Date: Mar 23, 2015 Total Amount Due: \$112.92  View/Print Full Return |

Please Note: You will **NOT** be able to print your return after you return to the main menu. Click View/ Print Full Return to print your return

Find additional information and instructions for using EPath
at: <http://dor.sd.gov/epath/>

Questions?

Call: 605.773.8178
Email: sdmotorfuel@state.sd.us